Colorado Medical Assistance Program Web Portal

Restricted Admin Role User Guide

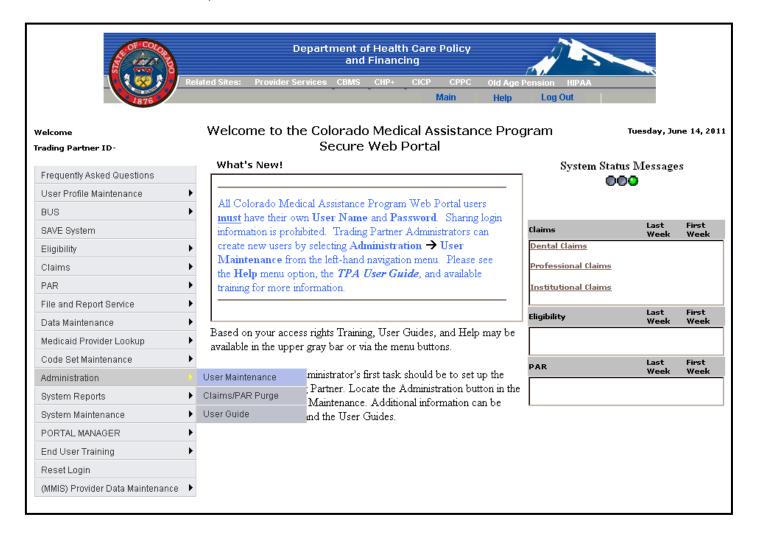
The **Restricted Admin Role** enables a user that does not have Trading Partner Administrator (TPA) access to do the following:

- Un-suspend a user account
- Terminate a duplicate session or session in process
- Reset a user's Password

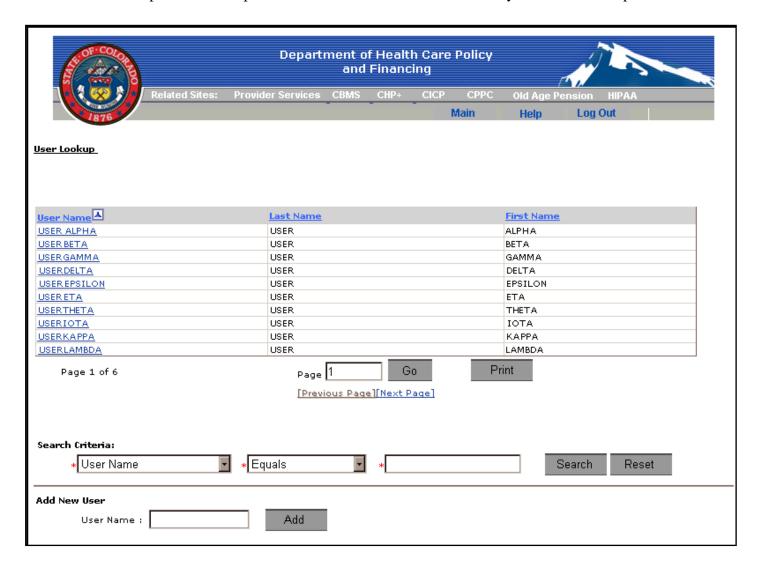
The **Restricted Admin Role** will not allow the user to reset the **Password** for the TPA.

Steps to Performing the Functions of the Restricted Admin:

1. Click on Administration, then User Maintenance from the Main Menu.



2. The User Lookup screen will open. Click on the User Name for which you would like to perform an action.



3. On the User Maintenance screen, to un-suspend or unlock a session, click in the appropriate box to clear the check mark. You can also change the **Password** by retyping a new **Password** in both the **Password** field and the **Confirm Password** field. When the account is a TPA account, the **Restricted Admin** will not be able to manage the **Password** entry boxes; they will appear grayed out.

